

Sanelisiwe Ntunja

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Objective

Public Relations and Communications graduate with hands-on experience in media relations, marketing communication, and stakeholder engagement. Skilled in developing written content, managing digital platforms, and supporting campaigns. I am Passionate about contributing creativity, communication expertise, and strong organisational skills to my future employer.

Experience

- Consumer Goods and Services Onbud** April 2025 - March 2026
Communications Intern
 - Assisted in preparing monthly reports for the Communications Department.
 - Captured and organised data to support communications planning and reporting.
 - Utilised tools such as Meltwater for media monitoring and Mailchimp for internal and external communication.
 - Supported events logistics including note-taking, media coordination and scheduling content.
 - Collaborated on internal and external stakeholder communication, ensuring clear, accurate, and consistent messaging across multiple channels.
- Adu Dlamini Academy** August 2022 - July 2023
Public Relations Trainee(WIL)
 - Performed administrative and receptionist duties, including records organisation.
 - Drafted and managed basic internal communication content.
 - Supported the marketing team with social media updates and digital documentation.
 - Assisted with stakeholder engagement and general office communications.

Education

- University of Johannesburg** 2022
Diploma in Public Relations and Communications
- Merlewood Secondary School** 2016
National Senior Certificate

Skills

- Marketing & Brand Communication - Public Relations & Media Relations - Content Creation & Editing (Press releases, Social Media, Newsletters) - Digital Communication Tools: Mailchimp, Meltwater, MS Office, AI-assisted writing & research tools (ChatGPT, prompt engineering) - Event Planning & Campaign Support - Research, Reporting & Data Analysis - Strong organisational, time management, and administrative abilities

Reference

- Ntuthuko Zuma - "Adu Dlamini Academy"**
Head of Administration
0725272505
- Kagiso Motshegwa - "Consumer Goods & Services Ombud"**

Consumer Educator
KagisoM@cgso.org.za
081 386 8993

- **Titus Tlowana - "Consumer Goods and Services Ombud"**

Digital Specialist
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